



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Federal Aviation Administration  
Airports Division, Southwest Region Safety and  
Standards Branch

10101 Hillwood Parkway  
Fort Worth, Texas 76177

December 15, 2015

**CERTIFIED MAIL-RETURN RECEIPT REQUESTED**

Mr. Jon R. Bulthuis  
Director of Transportation  
2931 Rufina St.  
P.O. Box 909  
Santa Fe, NM 87504-0909

Dear Mr. Bulthuis:

**Subject: Letter of Correction Close Out EIR No. 2016SW840017**

A periodic certification safety inspection of the Santa Fe Municipal Airport (SAF) was conducted on December 8-10, 2015. The inspection revealed that the airport was not being operated and maintained in compliance with all of the requirements of Federal Aviation Regulation 14 CFR Part 139, the Airport Certification Manual, and the Airport Operations Certificate.

The following discrepancies were found and corrected during this inspection.

- a. **FAR Part 139.303(c)(4&5), Personnel:** Recurrent training was not conducted for the airport fueling inspectors during the past year. Initial and recurrent fueling inspectors training must be completed prior to assuming duties and then recurrent training must be completed every following 12 consecutive months. The fueling inspectors agreed to immediately complete the required training.

**Corrected During Inspection**

- b. **FAR Part 139.303(d), Personnel:** A record of the snow removal training and the fueling inspectors training was not made or retained for the past year. A record of all training required by Part 139 must be documented and retained for 24 calendar months. The airport agreed to maintain all required training records.

**Corrected During Inspection**

- c. **FAR Part 139.321(d), Handling Hazardous Materials:** The airport fueling facilities were not inspected during the period from November 2014 to July 2015. All airport

fueling facilities must be inspected every three consecutive months and a record of that inspection must be maintained for 12 months.

**Corrected During Inspection**

We have given consideration to all available facts and concluded that this matter does not warrant legal action at this time. In lieu of such action, we are issuing this letter of correction, which will be made a matter of record.

Based on the actions completed during our inspection, you may consider this letter as official notification that the discrepancies to FAR Part 139 resulting from the December 10, 2015 annual certification safety inspection are closed.

Additional comments and recommendations are enclosed.

Sincerely,

A handwritten signature in black ink, appearing to read "John M. Dougherty". The signature is fluid and cursive, with a large, stylized "J" and "D".

John M Dougherty  
Airport Certification Safety Inspector  
(817) 222-5623

Enclosure

cc: New Mexico Department of Transportation  
Aviation Division  
P.O. Box 9830  
Albuquerque, NM 87119

ASW-640

**COMMENTS AND RECOMMENDATIONS**  
**PERIODIC CERTIFICATION INSPECTION**  
**SANTA FE MUNICIPAL AIRPORT (SAF)**  
**December 8-10, 2015**

**Paved Areas:** As noted in our 2014 LOC recommendations, Runway 02/20 has a porous friction course topping which is beginning to ravel. The airport has established a regular schedule for sweeping the runway to remove the small particles of ground aggregates but the sweeping process often breaks free additional particles. The airport will need to monitor this area closely to ensure the sweeping cycle is optimum until the planned restoration project scheduled to begin in the spring of 2016 has been completed. If at any time an uncorrected condition exist that could present a safety concern to air carrier operations, the questionable surface should be closed in accordance with Part 139.343.

**Personnel:** This inspector has observed a significant improvement in the maintenance procedures employed at SAF over the past couple of years. However, we must express our growing concern regarding the staffing issues at SAF. Currently SAF's operations and maintenance staff consist of two full-time employees. Both are experienced and dedicated; otherwise, we do not believe an airport the size and complexity of SAF could be maintained by two employees. Our concern lies in the fact that both employees are eligible for retirement and no provisions have been made to begin preparing their replacements. We have observed that other airports in the region often have difficulty in securing, training, and retaining qualified airfield personnel. We are concerned that if SAF does not begin the process now, its ability to meet the requirements of Part 139 may be in jeopardy once current staff decides to take retirement. When even one of the current employees retire and the remaining employee is required to commit a significant portion of his time to training the new employees, SAF could find it very difficult to meet the required maintenance requirements of Part 139, and failing to comply with Part 139 could result in legal enforcement action.

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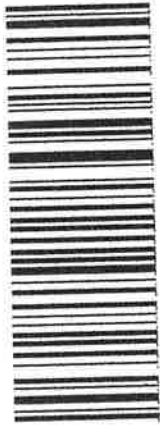
Safety & Standards Br, ASW-620  
10101 Hillwood Parkway  
Fort Worth TX 76177

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MR JOHN R BULTHUIS  
DIRECTOR OF TRANSPORTATION  
2931 RUFINA STREET  
PO BOX 909  
SANTA FE NM 87504-0909

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